INDEX TO VOLUME XXXI

October 1955 to May 1956

Numerals Indicate Page Numbers

Adult Education

Herwig, Aletha M. and Shuder, Bernice—"Adults Want to 'Go to School' ", 50.

Automation

Smith, Charles B.—"Electronic Computers", 253.

Tonne, Herbert A.—"Everybody is Talking Automation", 245

Basic Business

Kidd, Richard D.—"Economic Literacy For All", 23.

Lurie, John A.—"Teach Arithmetic?", 360.

Odell, Carmi J.—"Individual Teaching in Business Mathematics", 307.

Porter, Arthur R., Jr.—"Teaching Economics", 131.

Ryan, Brother Leo V.—"Teaching Insurance in Business Law", 67.

Satlow, I. David—"Business Law Comes of Age", 212.

Stewart, Harry F.—"Mr. and Mrs. DeBelle Visit the Bank", 71.

Walz, Edgar—"Be Budget Wise", 267.

Bookkeeping and Accounting

Kalbaugh, A. J.—"Accounting Instruction in the Technical Institute", 298.

Myer, John N.—"A Super Gestalt Approach", 221.

Myer, John N.—"Capital Surplus", 177

Myer, John N.—"Charges and Credits to Retained Earnings", 275.

Myer, John N.—"Clean Surplus", 137.

Myer, John N.—"Introducing the Elementary Course", 33.

Myer, John N.—"Problems of the Accounting Faculty", 317.

Myer, John N.—"Teaching the Facts About Bonds", 369.

Myer, John N.—"Wanted: 6,000 Doctors", 85.

O'Toole, Mary Courtney — "Supermarket Methods in Bookkeeping", 121.

Pallaroni, Mildred V.—"Making Bookkeeping Realistic", 15.

Satlow, I. David—"Current Thought on Teaching Bookkeeping", 78.

Veigel, Ernest W., Jr.—"Opportunities Unlimited", 169.

Curriculum

Brewington, Ann—"If To Do Were As Easy As To Know—", 155.

Evans, Eleanor—"Bases For Change?", 165.

Skimin, Eleanor — "Can The Traditional Business Program Survive?", 199.

Tonne, Herbert A.—"How the Core Curriculum Will Affect Us", 61.

Van Derveer, Elizabeth T.—"There's Nothing New Under the Sun", 9.

Extra Curricular Activities

Rainey, Bill G.—"Suggested Activities For a Business Club", 342.

Ringers, Joseph—"Handling Yearbook Subscriptions", 25.

Fundamentals

Martin, George E.—"Remedial Instruction in Spelling", 174.

Mason, Ben—"Improve Your Handwriting", 262.

Guidance and Placement

MacKenzie, Ossian R.—"Student Counselling in Operation", 256.

Management

Anderson, Ruth I.—"CPS—A Contribution to Management", 146.

Eyster, Elvin S.—"Education for Business Ownership and Management", 295.

Fleetwood, Charles—"The Master Key to Management Effectiveness", 123.

Strauss, George — "White-Collar Unions Are Different", 215.

Method

Dale, Richard—"Group Discussion and Student Discussion Leaders", 348.

Dale, Richard—"Group Dynamics in the College Business Class", 303.

Tate, Donald J.—"The Case Method for Business Teacher Training", 217.

Miscellaneous

Brinkman, Albert R.—"Business Education and Business Practice in Japan", 129.

Dame, J. Frank—"The Challenge of Job Analysis", 190.

Lanza, Anthony R. and Tutak, Edward, Jr.—"Business Education in Turkey", (in three parts) 271, 312, 355.

Lomax, Paul S.—"Awakening of United States Office of Education to Needs of Business Education", 243.

Musselman, Vernon G.—"The New Illinois Proprietary School Law", 286.

Office Practice

Behrens, Donna J.—"Take the Message. . . and Get It Right", 19.

Cornelia, Nicholas J.—"A Better School Paper For Bayonne", 210.

Daughtrey, Anne Scott — "Finding Her Place in the Business World", 248.

Shows, Velma—"Clerical Practice for the Slow Learner", 17.

Sova, Eva Allen—"Filing Instruction Can Be Abbreviated", 161.

Underwood Corporation—"How To Keep Your Boss Happy", 167.

Wachs, Theodore, Jr.—"What Good's The Frosting Without The Cake?", 351.

Yarnell, Lucy Mae—"Guiding Principles for Office Practice", 126.

Recruitment

House, F. Wayne—"Teacher Recruitment", 13.

Salaries

Meehan, James R.—"Teachers' Salaries", 202.

Tonne, Herbert A.—"Research or Propaganda?", 113.

Selling and Distributive Education

Caplan, Samuel W.—"An Experiment in Student Awards", 361.

Giffin, James F.—"Prepare for Retail Sales Demonstrations", 264.

Krawitz, Myron J.—"This Is What We Mean by Distributive Education", 65.

Shiffler, Neil F.—"College Training in Applied Selling", 163.

Turse, Paul L.—"What Do You Mean—'Distributive Education'?", 27.

Stenography

Bell, M. Bernadine—"Shorthand—A Popular Elective?", 21.

Bruner, Ruth—"An Open Letter to Shorthand Teachers", 116.

Dry, S. W.—"Knitting Yarn Is The Answer", 345.

Houtz, Patricia—"Abbreviated Longhand?", 315.

Lee, Dorothy E.—"Teaching Shorthand in Adult Programs", 158.

McDermand, Clarabelle — "Testing Practices in Shorthand", 69.

Tonne, Herbert A.—"How Much Shorthand Speed?", 11.

Tonne, Herbert A.—"Shorthand In The High School", 297.

Tonne, Herbert A.—"Shorthand—The Keystone to Business Education", 157.

Teacher Education

Dickerson, Earl S.—"Off-Campus Student Teaching", 352.

Dvorak, Earl A.—"Creative Business Teachers", 133.

Eyster, Elvin S.—"Understanding Is More Important Than Mere Knowledge of Facts", 111.

Frantz, Louise W.—"A Challenge to Business Teacher Education", 269.

Grubbs, Robert L.—"Imagination", 219.

Hoag, Edwin C.—"Growing On the Job", 82.

Kahn, Selma S.—"Teaching and Marriage", 102.

Lomax, Paul S.—"Becoming A Masterful Business Teacher", 59.

Mulgrew, Ellen C. — "Student Teacher Training", 382.

Tonne, Herbert A.—"The Pilgrim's Progress", 203.

Van Derveer, Elizabeth T.—The Personal Touch in Teaching", 339.

Wayne, William C.—"Tutoring Service—Project For FBTA", 330.

Typewriting

Anderson, Esther E. and Kowalski, Leona—"Proportional Spacing", 363.

Binger, Dorothy N.—"Larry Learns To Type", 119.

Cleary, Joseph B.—"A Typing Experiment", 29.

Downhour, Barbara H.—"Selling Through Your Bulletin Board", 251.

Dry, S. W.—"Felt Board For Typing", 346.

Frederick, Irene L.—"Typewriting Progress Can Be Fun!", 63.

Lincoln, M. Hazel — "'New' Typewriter Keyboard??", 301.

Miller, C. C.—"Blueprint For Grading In Beginning Typewriting", 171.

Willins, Stella — "Championship Techniques", 206.

Ziemer, Gregor—"Through The Barrier", 259.